

## **COORDINATOR, CHILD HEALTH AND DISABILITY PREVENTION**

### **DEFINITION:**

Under general direction to coordinate the Child Health and Disability Prevention Program; to administer implementation of agreements between the county and the State of California and to coordinate provision of health services; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

This is a one-position class in the Maternal and Child Health Division of the Health and Human Services Agency (HHSA). This class reports to the division chief, and is distinguished from the latter in that the latter class is responsible for administering the gamut of programs which address health services for medically indigent children and mothers.

### **EXAMPLES OF DUTIES:**

Plans, organizes and maintains components of the Child Health and Disability Prevention (CHDP) Program; formulates and implements CHDP policy and procedures; establishes guidelines consistent with funding contracts; ensures program compliance with applicable laws and regulations; monitors and evaluates performance under administrative agreements, and negotiates modification or new agreements as necessary; develops new CHDP components including grievance handling, claims processing, and quality assurance; acts as liaison with a variety of health and social service agencies (providers) and serves as a departmental representative at interagency meetings; collects and compiles data; prepares status reports and submits reports and recommendations to the Chief, Maternal and Child Health or Deputy Director, Health and Human Services Agency; conducts audits of CHDP components and implements revisions as necessary; manages CHDP budget, personnel, and related administrative functions; supervises a multi-disciplinary staff of health professionals and support staff; and other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Medical services planning, evaluation, assessment, and programming.
- Contract development, management, and evaluation.
- Policy development and implementation.
- County, state, and federal legislation and regulations governing the delivery of medical services.
- Principles and practices of public and personnel administration.
- Public assistance programs.

#### **General Knowledge of:**

- The principles and practices of health maintenance organizations and organized health systems.
- Fundamental health-economic concepts and their role in formulation of public policy.
- Bio-statistic methods as they apply to health policy setting.
- Cost accounting and budgetary analysis.

- Contract negotiation.
- Supervision techniques.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, direct, organize, and evaluate significant medical programs provided by a large public agency.
- Formulate and administer County policy/procedure relating to medical services.
- Understand and interpret medical terminology.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationships with representatives from a variety of agencies.
- Analyze complete problems and data and logically identify solutions.
- Prepare proposals and analytical reports.

**EDUCATION/EXPERIENCE:**

Education, experience, and training that clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying experience/education is: possession of a master's degree in public health, hospital administration, or health care administration or other acceptable discipline, and progressively responsible experience in managing a health program to include experience in health care services, service delivery and funding in compliance with state and federal regulations.

**SPECIAL LICENSES, NOTES, OR REQUIREMENTS:**

**License:**

A valid California driver's license is required, or the ability to arrange transportation. Employees in this class may be required to their personal vehicle.

**Conflict of Interest:**

The incumbent in this position will be required to file a Conflict of Interest Statement pursuant to Conflict of Interest Codes adopted by county agencies and departments and approved by the Board of Supervisors; such statement must be filed within thirty (30) days of hire.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).